



Thursday, May 28, 2020 Agenda
Jefferson County Economic Development Consortium (JCEDC)

Jefferson County Courthouse, Room 205, 311 S. Center St., Jefferson, WI 53549
AND VIA Zoom

EVERYONE who intends to attend this meeting via Zoom, including board members, staff and members of the public, must register in advance.

REGISTRATION LINK:

<https://zoom.us/meeting/register/tJcvceuhpzwgGdSky0y7ajLsT7GZKicP4tHk>

Once registered, you will receive CONFIRMATION via email, and the Zoom meeting link and password.

Board Members: Matt Trebatoski - City of Fort Atkinson, Steve Wilke – City of Lake Mills, Timothy Freitag – City of Jefferson, Mo Hansen – City of Waterloo, Emily McFarland – City of Watertown, Cameron Clapper – City of Whitewater, Lisa Moen – Village of Cambridge, Vacant - Village of Johnson Creek, Dave Drayna – Jefferson County Supervisor, Dick Jones – Jefferson County Supervisor, Amy Rinard – Jefferson County Supervisor, Russ Kottke – Dodge County Chairman, Board of Supervisors

- I. Call to Order –
- II. Roll Call (Establish a quorum)
- III. Certification of Compliance with Open Meeting Laws
- IV. Approval of May 28, 2020 Agenda
- V. Approval of Minutes –February 27, 2020
- VI. Public Comment - Members of the Public who wish to address the JCEDC on specific agenda items must register their request at this time.
- VII. Annual Meeting/Election of Officers
2019-2020 Officer Roster:
 - Matt Trebatoski, Chairman
 - Mo Hanson, Vice Chairman
 - Secretary/Treasurer - Vacant
- VIII. Financials & General Orders
 - A. Finance Report
 - B. Directors Report - Pratt
- IX. EDUCATION SESSION: Locally Controlled Incentives, Tim Casey, Director, Economic Development Waukesha County Business Alliance Center for Growth
- X. Adjournment

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting. Anyone requiring special accommodations should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 to make appropriate arrangements.

**Jefferson County Economic Development Consortium (JCEDC)
Board of Directors Meeting
March 26, 2020 – Meeting held via Zoom**

Board members –Matt Trebatoski-City of Fort Atkinson, Steve Wilke – City of Lake Mills, Timothy Freitag – City of Jefferson, Mo Hansen City of Waterloo, Emily McFarland – City of Watertown, Cameron Capper – City of Whitewater, Rebecca Glewen – City of Beaver Dam, Lisa Moen- Village of Cambridge, Kyle Ellefson – Village of Johnson Creek, Jim Mode – Jefferson County Supervisor, Richard Jones – Jefferson County Supervisor, Amy Rinard – Jefferson County Supervisor.

I. Call to Order - Meeting called to order by Chairman Trebatoski at 8:31 am.

II. Roll Call – Quorum Established

JCEDC Board Members Present: Matt Trebatoski-City of Fort Atkinson, Mo Hansen-City of Waterloo, Steve Wilke-City of Lake Mills, Cameron Clapper-City of Whitewater, Emily McFarland-City of Watertown, Lisa Moen-Village of Cambridge, Kyle Ellefson-Village of Johnson Creek, Rebecca Glewen-City of Beave Dam Jim Mode-County Supervisor, Dick Jones-County Supervisor, Amy Rinard-County Supervisor

Absent: Tim Freitag-City of Jefferson

Staff Present: Ben Wehmeier -Jefferson County Administrator, James Schroeder-Jefferson County Board of Supervisors, Victoria Pratt-JCEDC Executive Director, Julie Olver-Marketing Manager, RoxAnne Witte-Program Specialist

Members of the Public Present: Jeff Caine, Matt Mauthe, David Schroeder, Jason Scott

III. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance for the agenda dated March 26, 2020

IV. Approval of Agenda

Jones/Clapper moved to approve March 26, 2020 JCEDC agenda as printed. Motion passed.

V. Approval of Minutes

Wilke/Rinard moved to approve February 27, 2020 JCEDC minutes as printed. Motion passed.

VI. Public Comments

None

VII. JCEDC Reports

Approval of Finance Report

Mode/Jones moved to approve February 29, 2020 JCEDC finance reports as presented. Motion passed.

VIII. General Orders

A. Directors Report – Pratt

1. Pratt gave an update on what Jefferson County and ThriveED are doing to help business in the Covid-19 pandemic. Information/guidelines on all programs available to businesses will be updated on a daily basis on the ThriveED web site.
2. **Pipeline report** -Pratt gave update on recruitment/retention/expansion projects that have been active in the past 60 days.

B. ThriveED Capital Campaign 2020- 2026

Matt Mauthe/David Schroeder updated the board on the upcoming capital campaign for ThriveED. The Executive Committee of ThriveED feels that they will need \$100,000 to hire a consulting person to oversee the campaign and a staff person to help with the campaign and fund raising activities for the organization. Proposed funding for the campaign would be as follows: \$20,000 donation from ThriveED, \$20,000 donation from Dodge County, \$20,000 donation from JCEDC and a \$40,000 loan from JCEDC. The JCEDC \$20,000 donation will be placed in the 2021 JCEDC budget under Professional Services. The \$40,000 loan will come from the JCEDC reserve account and will be in a line of credit to be used as needed.

Motion by Hansen/Jones to approve a \$20,000 donation from JCEDC to ThriveED to be used for the 2022-2026 Capital Campaign and to approve a \$40,000 loan to ThriveED with terms to be determined to be used for

the 2022 - 2026 Capital Campaign. The \$40,000 loan will only be used after the funds from \$20,000 donation from ThriveED, the \$20,000 donation from Dodge County, the \$20,000 donation from JCEDC have been exhausted and funds will only be used as needed to cover expenses of the campaign. Funding for the \$20,000 donation will come from the 2021 JCEDC budget and funding for the \$40,000 loan will come from the the JCEDC reserve account. Motion passed on voice vote. Yes –Trebatoski, Wilke, Hansen, McFarland, Clapper, Moen, Ellefson, Mode, Rinard, Jones, Glewen, No – 0, Absent – Freitag

IX. Upcoming Meetings/Seminars

JCEDC Board of Directors & Education Session – May 28, 2020 – 8:30 am., 864 Collins Rd, Jefferson, WI

X. Adjournment

There being no further business for consideration, motion by Wilke/Rinard to adjourn. Motion passed.
Meeting adjourned at 9:00 am.

Minutes prepared by:

RoxAnne L. Witte,
Program Specialist
Jefferson County Economic Development Consortium

DISCLAIMER: These minutes are uncorrected and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

Jefferson County Economic Development Consortium

April 30, 2020

	March Actual	April Estimates	Year to Date	2020 Budget	
Revenue					
JCEDC GHDP Service fees	-	-	-	135,000.00	0%
V-Cambridge	-	-	156.00	156.00	100%
V-Johnson Creek	-	-	4,473.00	4,473.00	100%
C-Fort Atkinson	-	-	18,585.00	18,585.00	100%
C-Jefferson	-	-	12,196.50	12,196.50	100%
C-Lake Mills	-	-	9,145.50	9,145.50	100%
C-Waterloo	4,984.50	-	4,984.50	4,984.50	100%
C-Watertown	-	-	36,556.50	36,556.50	100%
C-Whitewater	-	-	4,473.00	4,473.00	100%
Jefferson County	-	-	-	127,894.50	0%
Dodge County	-	-	-	135,660.00	0%
Contra Account	(332.30)	-	(6,038.00)	(14,564.30)	41%
Total	\$ 4,652.20	\$ -	\$ 84,532.00	\$ 474,560.20	18%

	March Actual	April Estimates	Year to Date	2020 Budget	
Expenditures					
Personnel	23,288.62	23,010.63	93,329.32	275,835.00	34%
Professional Services	(2,810.03)	540.00	4,105.93	125,000.00	3%
Web Page Development	520.17	21.17	1,041.34	2,125.00	49%
Office Expense	312.53	250.92	1,276.74	13,904.00	9%
Membership	-	449.00	449.00	3,250.00	14%
Professional Development	-	-	4,893.81	7,800.00	63%
Meeting Expenses	-	-	25.07	2,000.00	1%
Training Materials	-	-	-	1,400.00	0%
Subscriptions	564.97	150.76	1,633.82	3,000.00	54%
Internet/Phones/Mis	820.22	805.46	3,271.56	11,288.00	29%
Other Operating	-	-	-	1,000.00	0%
Travel Related	459.08	200.00	1,296.27	4,700.00	28%

	<u>March Actual</u>	<u>April Estimates</u>	<u>Year to Date</u>	<u>2020 Budget</u>	
Other Insurance	140.23	140.23	560.92	1,683.00	33%
Railroad Consortium	-	-	14,000.00	14,000.00	100%
Operating Reserve			-	-	
Total	\$ 23,295.79	\$ 25,568.17	\$ 125,883.78	\$ 466,985.00	27%

SUMMARY

April 30, 2020

	<u>March Actual</u>	<u>April Estimates</u>	<u>Year to Date</u>	<u>2020 Budget</u>
Revenues				
Income	\$ 4,652.20	\$ -	\$ 84,532.00	\$ 474,560.20
Expenses				
	\$ 23,295.79	\$ 25,568.17	\$ 125,883.78	\$ 466,985.00
Difference	\$ (18,643.59)	\$ (25,568.17)	\$ (41,351.78)	\$ 7,575.20
Capital Outlay Expenditures				
Vested Benefits	\$ 35,758.26			
1/1/2020 Carry Forward Balance	\$ 247,943.90			
			Adjustment - 2019 Professional Services Expenses charged in error to 2020 Professional Services Expenses	
		<u>-\$3,590.53</u>		
4/30/2020 Carry Forward Balance	\$ 244,353.37			

Jefferson County Economic Development Consortium

April 30, 2020

Breakdown By Goals

	March Actual	April Estimates	Year to Date	2019 Amended Budget	
Goal 1					
Personnel	5,557.48	5,496.46	22,155.80	65,855.00	34%
Professional Services	(983.51)	189.00	1,437.08	43,750.00	3%
Web Page Development	182.06	7.41	364.47	743.75	49%
Office Expense	109.39	87.83	446.88	4,866.40	9%
Membership	-	157.15	157.15	1,137.50	14%
Professional Development	-	-	1,712.83	2,730.00	63%
Meeting Expenses	-	-	8.77	700.00	1%
Training Materials	-	-	-	490.00	0%
Subscriptions	197.74	52.77	571.84	1,050.00	54%
Internet/Phones/Mis	287.08	281.91	1,145.08	3,950.80	29%
Other Operating	-	-	-	350.00	0%
Travel Related	160.67	70.00	393.95	1,645.00	24%
Other Insurance	49.08	49.08	196.32	589.05	33%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
Total	\$ 5,559.99	\$ 6,391.61	\$ 33,490.17	\$ 132,757.50	25%
Goal 2					
Personnel	5,557.49	5,496.46	22,155.81	65,855.00	34%
Professional Services	(983.51)	189.00	1,437.08	43,750.00	3%
Web Page Development	182.06	7.41	364.47	743.75	49%
Office Expense	109.39	87.83	446.88	4,866.40	9%
Membership	-	157.15	157.15	1,137.50	14%
Professional Development	-	-	1,712.83	2,730.00	63%
Meeting Expenses	-	-	8.77	700.00	1%
Training Materials	-	-	-	490.00	0%
Subscriptions	197.74	52.77	571.84	1,050.00	54%

	March			2020 Budget	
	Actual	April Estimates	Year to Date		
Internet/Phones/Mis	287.08	281.91	1,145.08	3,950.80	29%
Other Operating	-	-	-	350.00	0%
Travel Related	160.68	70.00	393.95	1,645.00	24%
Other Insurance	49.08	49.08	196.32	589.05	33%
Railroad Consortium	-	-	4,900.00	4,900.00	100%
Total	\$ 5,560.01	\$ 6,391.61	\$ 33,490.18	\$ 132,757.50	25%

Goal 3

	March	April		2020 Budget	
	Actual	Estimates	Year to Date		
Personnel	12,173.65	12,017.71	49,017.71	144,125.00	34%
Professional Services	(843.01)	162.00	1,231.77	37,500.00	3%
Web Page Development	156.05	6.35	312.40	637.50	49%
Office Expense	93.75	75.26	383.00	4,171.20	9%
Membership	-	134.70	134.70	975.00	14%
Professional Development	-	-	1,468.15	2,340.00	63%
Meeting Expenses	-	-	7.52	600.00	1%
Training Materials	-	-	-	420.00	0%
Subscriptions	169.49	45.23	490.15	900.00	54%
Internet/Phones/Mis	246.07	241.64	981.49	3,386.40	29%
Other Operating	-	-	-	300.00	0%
Travel Related	137.72	60.00	508.39	1,410.00	36%
Other Insurance	42.07	42.07	168.28	504.90	33%
Railroad Consortium	-	-	4,200.00	4,200.00	100%
	\$ 12,175.79	\$ 12,784.96	\$ 58,903.56	\$ 201,470.00	29%

SUMMARY

April 30, 2020

			<u>Year to Date</u>	<u>2020 Budget</u>
Revenues				
Income			\$ 84,532.00	\$ 474,560.20
	March	April	Year to Date	
	Actual	Estimates	Year to Date	
Expenses				
Goal 1	\$ 5,559.99	\$ 6,391.61	\$ 33,490.17	\$ 132,757.50
Goal 2	\$ 5,560.01	\$ 6,391.61	\$ 33,490.18	\$ 132,757.50
Goal 3	\$ 12,175.79	\$ 12,784.96	\$ 58,903.56	\$ 201,470.00
*Totals	\$ 23,295.79	\$ 25,568.18	\$ 125,883.91	\$ 466,985.00

Capital Outlay Expenditures

Vested Benefits \$ 35,758.26

1/1/2020 Carry Forward Balance \$ 247,943.90

Adjustment - 2019 Professional Services Expenses charged in error to
2020 Professional Services Expenses

-\$3,590.53

4/30/2020 Carry Forward Balance \$ 244,353.37

*Note breakout differences due percent rounding

Jefferson County Economic Development Consortium
Home Buyer Program
April 30, 2020

Income	March Actual	April Estimates	Year to Date
V- Cambridge	-	-	10.40
V-Johnson Creek	-	-	298.20
C- Fort Atkinson	-	-	1,239.00
C-Jefferson	-	-	813.10
C-Lake Mills	-	-	609.70
C-Waterloo	332.30	-	332.30
C-Watertown	-	-	2,437.10
C-Whitewater	-	-	298.20
Jefferson County	-	-	-
DPP Home Buyer Program	-	-	650.00
DPA Home Buyer Program	300.00	-	1,200.00
Additional HBC Inc. Contract Restricted	-	-	-
Applied Operating Reserve	-	-	-
TOTALS	\$ 632.30	\$ -	\$ 7,888.00
Expenses			
Personnel	3,066.11	3,002.21	12,597.93
Web Page Development	-	-	114.00
Office Expense	81.54	64.15	316.22
Membership	-	-	-
Professional Development	-	-	50.00
Legal Notices - Southern Housing	-	-	-
Training Materials	-	-	-
Subscriptions	-	-	598.00
Internet/Phones/Mis	147.73	147.63	594.92
Travel Related	-	-	6.90
Other Insurance	15.67	15.67	62.68
Recording Fees	-	-	-
TOTALS	\$ 3,311.05	\$ 3,229.66	\$ 14,340.65

<u>Budget</u>	
10.40	100%
298.20	100%
1,239.00	100%
813.10	100%
609.70	100%
332.30	100%
2,437.10	100%
298.20	100%
8,526.30	0%
10,000.00	19%
-	0%
<u>28,347.70</u>	0%
\$ 52,912.00	15%
36,678.00	34%
150.00	76%
3,730.00	8%
250.00	0%
3,700.00	1%
-	
3,200.00	0%
1,700.00	35%
2,386.00	25%
930.00	1%
188.00	33%
-	-
<u>52,912.00</u>	27%
\$ 52,912.00	27%